

Real Estate Specialist or Sr. Specialist (Permitting Coordinator)

Tracking Code 1862

Job Location Boise, ID

Salary \$56,513 – 74,692 (exempt)

Application Deadline 8/3/12 (5:00 p.m. MST)

Job Description

The Real Estate Specialist will assist with management of developing, acquiring and maintaining permits from federal, state and local permitting authorities associated with electric transmission and distribution lines and substations. Under broad direction, will provide process and project coordination to continually improve timeliness and efficiency. Will assist with incoming customer requests as well as coordinate work and resources to support corporate owned real property and rights of way.

Additionally, will protect Idaho Power (IPC) real estate property and rights of way through proper formulation, negotiation, and administration of real estate rights, while adhering to acceptable real estate practices and procedures. Will develop and maintain relationships with customers and permitting authorities. This is a working Coordinator/Permitting position.

Required Skills

Knowledge of: Property descriptions; surveying; appraisals; local, state, and federal laws and regulations associated with real estate and right of way transactions; general application of CADD, GIS, GPS, and public land survey system. **Prefer** knowledge of specific construction of property description and specific application of CADD, GIS, GPS, and land survey methods.

Skills in: Oral and written communication, and conducting presentations to diverse audiences. Advanced PC skills required. **Prefer** advanced skills in working with CADD and GIS, as well as demonstrated project management skills.

Ability to: Solve complex problems, implement process solutions, deal effectively with a diverse customer base in stressful situations; conduct public relations and negotiation; coordinate projects; resolve conflicts; interpret legal documents; communicate effectively with varied audiences; and demonstrate professional presence with all levels of IPC and external entities. **Prefer** ability to interpret Public Land Survey System and to develop legal documentation in coordination with Legal Department.

Required Experience

MINIMUM REQUIREMENTS

Education Bachelor's degree in real estate or related field or an equivalent combination of formal education and related experience.

Experience 3-5 years government agency permitting experience. (Senior level requires 5 or more years). **Prefer** experience acquiring and coordinating agency right of way permits and/or easements.

Licenses & Certifications Valid driver's license with acceptable driving record according to driving requirements of the position. **Prefer** Professional memberships: IRWA.

Competencies

Communication, Negotiation, Customer Focus, Planning and Organizing, Building Strategic Working Relationships, Decision Making, Initiating Action, Continuous Learning, Information Monitoring, and Gaining Commitment.

To be considered for this position, please visit our website at www.idahopower.com/careers and complete our online application.

If you have questions, or require assistance or accommodation to complete the online application, please contact us at:

Phone: (208) 388-2965 or **E-mail:** jobs@idahopower.com

Idaho Power is an Equal Opportunity Employer.